

## ConnectND HR Payroll Bulletin 1-2007



**Please read the contents of this payroll bulletin carefully.**

Issued Date: 10/1/07

### **POSITION DATA**

**Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info**

Agencies are now able to update some position data information by following the above breadcrumbs. Agencies can make changes to Department and Location but will not be able to change Job Code or Grade. Changes can be made by adding an effective dated row on the 'Description' tab and then choosing a reason. The effective dated row should be the first of a month. Another field in position data that we would encourage agencies to start completing is the 'Reports To:' You can input the position number of the supervisor that the position reports to. When this is entered and saved, it will update the Job Information and show the name of the supervisor. This will also be needed as we start developing workflow processes.

For temporary employees the changes to Department and Location, along with the Reports To, will have to be made on the Job Data record. To make the changes you will need to:

- ✓ Add Row.
- ✓ Change Effective Date (preferably using the first of the month).
- ✓ Use Action/Reason of **Position Change** and **Position Data Update**.
- ✓ Click Override Position Data
- ✓ Go to Job Information tab
- ✓ Enter position number in Reports To field.
- ✓ Go back to Work Location tab.
- ✓ Click Use Position Data.
- ✓ Save

FLSA information should now be updated on the 'Description' tab (click on the Flag), on the Position Data screens, and it will flow over to Job Data with the Reports To information. In the past, FLSA was overrode on the Job Data screen because agencies did not have access to Position Data, but now that they do have access, the changes for FLSA should be made on the Position Data screen. Whenever Position Data information is updated, the FLSA status should be reviewed.

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On the 'Specific Information' tab you will be able to update the FTE. This can be done by adding an effective dated row on the 'Description' tab and then choosing a reason. Click on the 'Specific Information' tab, open the 'Education and Government' screen and then update the FTE.

When the record is saved, the incumbent's record will be updated in Job Data, unless there is a more current row on the Job Data record.

### **TERMINATED EMPLOYEES THAT NEED TRAVEL PAID OUT**

When an employee is terminated in Job Data it also inactivates their Vendor ID record. If an employee needs to have travel paid out, after being terminated in Job Data, the proper procedure is to email [spovendor@nd.gov](mailto:spovendor@nd.gov) and give them the Empl ID and the employee name of the record you need activated. They will activate the record so the travel can be paid. Once the travel has all been paid, contact [spovendor@nd.gov](mailto:spovendor@nd.gov) again and let them know to inactivate the employee record again.